



**HERITAGE
FOUNDATION**
WILLIAMSON COUNTY, TN

DOWNTOWN
FRANKLIN
ASSOCIATION

The
FRANKLIN
THEATRE

FRANKLIN
Cove
ESTATE & GARDENS

Do you have a passion for events and hospitality, flexibility to work evenings and weekends when you're available? The Heritage Foundation of Williamson County, TN is actively recruiting **Event Set-Up Attendants**.

POSITION SUMMARY: The Event Set-Up Attendant position is an hourly, contract position within the shared services department of The Heritage Foundation of Williamson County, TN. This position is responsible for the set-up and tear down of events hosted in any of our portfolio of properties, including the History and Culture Center, Franklin Theatre, and Lehew Magid Big House. Other duties may include organization of storage areas, inventory checks and operations walkthroughs pre and post events.

Vital revenue from private events products goes directly to support the overall mission of the Foundation and its divisions.

ESSENTIAL RESPONSIBILITIES: To perform this job, an individual must perform each essential function satisfactorily with or without reasonable accommodation.

- Set up for events which could include movement of tables, chairs, podiums, risers, décor and other miscellaneous requests as well as resetting the History and Culture Center for Museum experience.
- Ensure the venue is reset for the next business day.
- Ensure that entire front of house Museum space is clean and organized.
- Ensure back of house event equipment is properly cleaned and stored and storage areas are clear of debris including trash or other vendor materials at the end of the event.
- May involve some housekeeping and janitorial duties such as sweeping, mopping, dusting, trash removal, pressure washing, etc. when needed.
- Perform other duties as assigned.

Education and/or Experience: High school diploma or GED.

Other Qualifications:

- Must be able to lift 75lbs
- Ability to multi-task and problem solve
- Upbeat and energetic
- Team player
- Strong communication skills
- This job may require working with both the public and staff members
- Must be able to work flexible schedule including weekends, evenings and some holidays
- Previous experience in hospitality industry, event set-up a plus

If you are interested in this exciting opportunity, please send your resume and cover letter to jpfranger@williamsonheritage.org. No phone calls please.



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ABOUT THE HERITAGE FOUNDATION OF WILLIAMSON COUNTY

Since 1967, the Heritage Foundation of Williamson County has been dedicated to preserving Williamson County's architectural, geographic, and cultural heritage as well as promoting the ongoing revitalization of downtown Franklin in the context of historic preservation. Notable projects include The Franklin Theatre, Roper's Knob, parts of the Franklin battlefield and the Old, Old Jail. The Foundation brings county history to about 3,000 school children each year through the Heritage Classroom program as well as walking tours of downtown Franklin. Events and festivals produced by the Heritage Foundation such as Main Street Festival, the Heritage Ball, Pumpkinfest and Dickens of a Christmas bring hundreds of thousands of locals and visitors to downtown Franklin each year. The Heritage Foundation is the parent organization of four divisions, The Franklin Theatre, the Downtown Franklin Association, the organization's current adaptive reuse project, Franklin Grove Estate & Gardens, and its newest division, the History & Culture Center of Williamson County. For more information about the Heritage Foundation, visit www.williamsonheritage.org.